

**CITY OF LONG BEACH  
HOMELESS SERVICES  
ADVISORY COMMITTEE  
MINUTES**

**WEDNESDAY, SEPTEMBER 1, 2021  
VIA TELECONFERENCE, 3:30 PM**

Susana Sngiem, Chair  
S. Jolene Hui, Vice Chair  
Jeanette Barrera, Member  
James Howat, Member  
Jeffrey Johnson, Member  
Linda Wilson, Member



Allison Kripp, Member  
Julie Lie, Member  
Eboney Pearson, Member  
Desiree Rew, Member  
Janine Solano, Member

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**FINISHED AGENDA AND MINUTES**

**HOMELESS SERVICES ADVISORY COMMITTEE MEETING VIA TELECONFERENCE  
PURSUANT TO EXECUTIVE ORDER N-08-21 ISSUED BY GOVERNOR GAVIN NEWSOM**

**FOR INFORMATION ON HOW TO PARTICIPATE IN THIS MEETING, PLEASE VISIT:  
<http://www.longbeach.gov/homeless-services/hsac/>**

**1. CALL TO ORDER**

A regular meeting of the Homeless Services Advisory Committee of the City of Long Beach convened at 3:30 p.m. via teleconference.

**2. ROLL CALL**

**Commissioners** James Howat, Jeffrey Johnson, Allison Kripp, Julie Lie, Eboney

**Present:** Pearson, Desiree Rew, Linda Wilson, Janine Solano, S. Jolene Hui and Susana Sngiem

**Commissioners** Jeanette Barrera

**Excused:**

Also present: Paul Duncan, Homeless Services Officer; Alvin Teng, Special Projects Coordinator; Joel Reynoza, Homeless Resource Coordinator; Alejandra Gutierrez, Human Services Bureau Secretary; Taylor Anderson, Deputy City Attorney

Chair Sngiem presiding.

### 3. APPROVAL OF MINUTES

[21-022HS](#)

Recommendation to approve the minutes for the Homeless Services Advisory Committee meeting of Wednesday, August 4, 2021.

**A motion was made by Committee Member Wilson, seconded by Committee Member Rew, to approve recommendation. The motion carried by the following vote:**

**Yes:** 8 - James Howat, Jeffrey Johnson, Julie Lie, Desiree Rew, Linda Wilson, Janine Solano, S. Jolene Hui and Susana Sngiem

**Abstain:** 2 - Allison Kripp and Eboney Pearson

**Excused:** 1 - Jeanette Barrera

### 4. PUBLIC PARTICIPATION

None

### 5. REGULAR AGENDA

Community Capacity Building Subcommittee Update

- Vice Chair Hui provided an update
  - o The CCB Subcommittee met on August 27
  - o City staff provided feedback from reviewing Mayor's Fund to End Homelessness funding applications, and recommended that criteria need to be more specific
  - o City staff will recommend possible changes to the Mayor's Fund application at the next CCB Subcommittee meeting

[21-023HS](#)

Family Promise of the South Bay Mayor's Fund Application

- Vice Chair Jolene Hui summarized Family Promise of the South Bay's application
- CCB Subcommittee recommended to recommend approval of full funding for Family Promise of the South Bay
- Application from Family Promise of the South Bay requested a total of \$11,200.
- The organization is based in Torrance and supports the Long Beach community
- Chair Sngiem introduced Andrew Nishimoto, Executive Director of Family Promise of the South Bay
- Andrew Nishimoto provided background information about his organization and the proposed project to be funded.
- Discussion ensued

**A motion was made by Vice Chair Hui, seconded by Member Howat, to approve recommendation. The motion carried by the following vote:**

**Yes:** 7 - James Howat, Jeffrey Johnson, Allison Kripp, Julie Lie, Eboney Pearson, Desiree Rew and S. Jolene Hui

**Abstain:** 3 - Linda Wilson, Janine Solano and Susana Sngiem

**Excused:** 1 - Jeanette Barrera

Fundraising Subcommittee Update

- Committee Member Howat provided an update
  - o The Fundraising Subcommittee did not meet during August
  - o Looking for volunteers to donate their time and create a letter for donations to Mayor's fund
  - o Paul Duncan, Homeless Services Bureau Manager stated that the deadline for finalization of the fundraising letter would be the October HSAC meeting
  - o No volunteers are currently needed at Multi-Service Center, but staff or HSAC can engage partners about volunteer needs

Policy Subcommittee Update

- Committee Member Pearson provided an update
  - o The Policy Subcommittee discussed the process for drafting formalized letters of support in light of HSAC's advisory capacity
  - o Letters of support should focus on City Council
  - o The Policy Subcommittee is also exploring guest speakers for future HSAC meetings
- City Attorney Taylor Anderson provided examples of other commissions advising City Council
  - o HSAC can draft letters of support to be forwarded to City Council and provide public comment at City Council meetings.
  - o If requested, Health Department staff can agendize a presentation for the City Council meeting, though there are a limited number of presentations per meeting.
- Committee Member Kripp asked about partnering with Continuum of Care on supporting legislation.
- Bureau Manager Paul Duncan provided clarification that the CoC Board differs from HSAC in that it is not an advisory body.
- Discussion ensued regarding possible collaboration with the CoC.

Intensive Case Management Services RFP Update

- Committee Member Lie provided an updated report
  - o Committee Members Julie Lie and Allison Kripp participated in the RFP review
  - o Steve Be Cotte and James Shuford from the Continuum of Care Board also participated.
  - o Nine proposals were submitted for intensive case management services.
  - o Committee Member Lie provided update of all organizations who submitted proposals and criteria used to determine eligibility
  - o Final recommendation was four agencies to move forward, with each agency being allocated a specific number of Emergency Housing Vouchers
- Committee Member Kripp provided an update, stating that this was the first collaboration with the CoC on RFP review.

**A motion was made by Committee Member Julie Lie to approve RFP recommendation as submitted, seconded by Committee Member Allison Kripp. The motion carried by the following vote:**

**Yes:** 9 - Susana Sngiem, S. Jolene Hui, Desiree Rew, Eboney Pearson, Julie Lie, Jeffrey Johnson, James Howat, Janine Solano, Linda Wilson

**Abstain:** 1 - Allison Kripp

**Excused:** 1 - Jeanette Barrera

Continuum of Care Update

- Committee Member Kripp provided an update, and noted that the next CoC meeting is on September 14th

**A motion was made by Committee Member Allison Kripp to receive and file all subcommittee updates as submitted, seconded by Committee Member Linda Wilson.**

**The motion carried by the following vote:**

**Yes:** 10 - Susana Sngiem, S. Jolene Hui, Allison Kripp, Desiree Rew, Eboney Pearson, Julie Lie, Jeffrey Johnson, James Howat, Janine Solano, Linda Wilson,

**Abstain:**

**Excused:** 1 - Jeanette Barrera

Future HSAC Meeting Format Discussion

- Chair Sngiem provided update
  - o HSAC Chair and Vice Chair met with City Staff
  - o After October 1st, Committee meetings must be in person
  - o Virtual attendance may be an option for the public
- City Attorney Taylor Anderson provided an update on in person meetings after September 30th.
- Bureau Manager Paul Duncan noted that the next HSAC meeting will be taking place in person at the MSC
- Chair Sngiem provided COVID-19 guidelines for the in-person meeting

**A motion was made by Committee Member James Howat to receive and file the Future HSAC Meeting Format Discussion, seconded by Committee Member Linda Wilson. The motion carried by the following vote:**

**Yes:** 9 - Susana Sngiem, S. Jolene Hui, Desiree Rew, Eboney Pearson, Julie Lie, Jeffrey Johnson, James Howat, Janine Solano, Linda Wilson

**Abstain:** 1 - Allison Kripp

**Excused:** 1 - Jeanette Barrera

Council District Communication

- Committee member Allison Kripp provided recommendations on communications with Council Districts from HSAC
- Chair Susana Sngiem expressed expectations of HSAC moving forward and the role of

HSAC

- Discussion ensued

**A motion was made by Committee Member Linda Wilson to receive and file the Council District Communication Discussion, seconded by Committee Member Desiree Rew. The motion carried by the following vote:**

**Yes:** 7 - Susana Sngiem, S. Jolene Hui, Allison Kripp, Desiree Rew, Julie Lie, Jeffrey Johnson, Linda Wilson

**Abstain:** 3 - Eboney Pearson, James Howat, Janine Solano

**Excused:** 1 - Jeanette Barrera

## 6. HOMELESS SERVICES STAFF REPORT

- Outreach Update
  - o Report by Joel Reynoza, Homeless Resource Coordinator.
- Homeless Services Division Operations Update
  - o Report by Paul Duncan, Homeless Services Bureau Manager.
  - o New staff update, Paul Duncan promoted from Homeless Services Officer to Homeless Services
- o Committee members requested COVID-19 updates in future staff reports

[21-025HS](#)

Recommendation to receive and file the Homeless Services Staff Report.

**A motion was made by Committee Member Kripp, seconded by Committee Member Howat, to receive and file Homeless Services Staff Report as submitted. The motion carried by the following vote:**

**Yes:** 7 - James Howat, Jeffrey Johnson, Julie Lie, Desiree Rew, Linda Wilson, S. Jolene Hui and Susana Sngiem

**Abstain:** 3 - Allison Kripp, Eboney Pearson and Janine Solano

**Excused:** 1 - Jeanette Barrera

## **7. CHAIR AND VICE-CHAIR REPORT**

- Chair Sngiem provided an update on discussion to host a joint annual meeting with HSAC and CoC
- Chair Susana Sngiem expressed interest in conversations taking place around the City, specifically about sanctioned encampments

## **8. PUBLIC PARTICIPATION**

None

## **9. FUTURE AGENDA ITEM**

- Policy Procedure and collaboration with the CoC
- COVID-19 update in Staff report
- Sanctioned encampments
- Agendizing collaboration with the CoC

## **10. ANNOUNCEMENTS**

Committee Member Linda Wilson provided an update about Back to School backpack giveaways, with over 300 backpacks to underserved youth, and noted that the Black Infant Health Program has infant supplies if there is a need.

## **11. ADJOURNMENT**

At 5:24 p.m. Chair Sngiem adjourned the meeting.

at: ag